

# State Office of Risk Management

## Job Announcement

State Office of Risk Management

**POSTING NUMBER:** 23-0358

**JOB TITLE:** Risk Management Specialist III

**MONTHLY SALARY:** \$5294.75-\$5566.33

**POSTING DATE:** January 9, 2023

**LOCATION:** 300 WEST 15<sup>TH</sup> STREET, 6<sup>TH</sup> FLOOR, AUSTIN 78714

**WORKING TITLE:** Enterprise Risk Specialist, Insurance Services

**DEPENDING ON QUALIFICATIONS**

**DURATION:** UNTIL FILLED

### **GENERAL DESCRIPTION**

The State Office of Risk Management (SORM) is looking for a service minded individual with experience in property and casualty insurance to serve as an Enterprise Risk Specialist within the Insurance Unit. This person will collaborate with internal and external stakeholders and facilitate the evolution of enterprise risk management with a specialty in various sponsored lines of insurance. This individual will assist clients in creating a culture of enterprise risk management to proactively manage insurance coverages, hazards, operations, financial, and strategic risk and effectively integrate risk management into agency operations. This person will provide consultative services with program participants to conduct broad risk management support including a full range of assessments, recommendations, and advocacy. Insurance Specialists at SORM serve as an authority on various lines of insurance, and work closely with our workers' compensation claims adjusters, continuity of operations, risk managers, and other staff to convey professional knowledge of all programs. SORM's unique culture embraces communication, creativity, and critical thinking. We hire motivated, curious, innovative, and adaptable people with a strong desire to assist our clients, and one another, succeed. This is an excellent opportunity to make a difference in risk management for Texas state agencies.

Level of Supervision of State Classification: Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

### **ESSENTIAL JOB FUNCTIONS**

Acts as a representative of the Office to fulfill statutory risk management obligations and meet performance measures  
Conducts on-site consultation (OSCs) of properties and facilities to identify hazards and risk exposures  
Conducts risk management program reviews (RMPPRs) and safety program  
Provides consultative insurance services to state agency executives and their staff  
Manages renewals, claims handling, and customer/insurer relations for sponsored lines of insurance  
Assists in senior level managers and representatives of state agencies in accomplishing risk transfer for state agencies' risk management programs  
Advises state agencies on the feasibility of proposed insurance purchases  
Provides training to internal and external staff through workshops, published articles, and other mediums  
Meets with state agency representatives to assist them in risk identification, assessment, and to explore risk transfer strategies  
Cooperates with other oversight entities to implement viable health and safety, risk financing, continuity of operations, insurance and workers' compensation administration programs for state entities  
Performs related work as assigned  
Maintains relevant knowledge necessary to perform essential job functions  
Attends work regularly in compliance with agreed-upon work schedule  
Ensures security and confidentiality of sensitive and/or protected information  
Complies with all agency policies and procedures, including those pertaining to ethics and integrity

### **MINIMUM QUALIFICATIONS**

Education: Graduation from high school or equivalent  
Two years full time risk management, insurance, safety and health or closely related field  
Experience in training and presenting information to audiences of varying sizes and levels of knowledge  
Experience with setting up seminar training, working with multiple vendors, organizing content, scheduling.  
Knowledge of insurance principles and practices  
Skill in proper management of a client portfolio and building a rapport with state agencies  
Skill in handling multiple tasks, prioritizing, and meeting deadlines  
Skill in effective oral and written communication  
Skill in using a personal computer, including spreadsheet, database, and work processing software  
Skill in exercising sound judgment and effective decision making  
Ability to receive and respond positively to constructive feedback  
Ability to work cooperatively with others in a professional office environment  
Ability to provide excellent customer service  
Ability to work more than 40 hours as needed and in compliance with the FLSA  
Ability to travel (including overnight travel) up to 5%  
Ability to work inside and outside, work around machines with moving parts and moving objects, radiant and electrical energy, work in excessive heat, cold, dry atmosphere, excessive or intermittent noise, dust, fumes, smoke, gases, silica, asbestos, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, and traveling by car, van, bus, and airplane  
Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, lift and carry 30 lbs. and over, operate a motor vehicle  
Valid Texas driver's license with a good driving record [ Applicants will be subject to a motor vehicle registration check]  
Licensed Insurance Agent, General Lines, in Texas {must obtain within 180 days of employment and maintain while in the position}

### **PREFERRED QUALIFICATIONS**

**SORM IS AN EQUAL OPPORTUNITY EMPLOYER**

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Graduation from an accredited four-year college or university in insurance, risk management, or closely related field; may substitute full-time experience in underwriting, planning or operations of property and casualty insurance programs, risk management, or closely related experience

Experience underwriting, purchasing/managing commercial property and casualty insurance

Public sector insurance service experience

Experience planning, designing, and implementing enterprise-wide insurance strategies

Associate in Risk Management (ARM), Certified Risk Manager (CRM), Associate in Risk Management-Public Entity (ARM-P), Associate in Risk Management-Enterprise Risk Management (ARM-E), Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), Property & Casualty Insurance License (General Lines P&C), Chartered Property Casualty Underwriter (CPCU), or related professional certification

### **TO APPLY**

All applications for employment with the State Office of Risk Management must be submitted electronically through [www.WorkInTexas.com](http://www.WorkInTexas.com). A State of Texas application in WorkInTexas (WIT) must be completed to be considered **OR** Submit a State of Texas Application for Employment to: Attn:

Linda Griffin, State Office of Risk Management, P.O. Box 13777, Austin, TX 78711-3777. Military Crosswalk information can be accessed at

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_Insurance.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Insurance.pdf)

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